

MAINTENANCE MECHANIC I (BUILDING ENVIRONMENT)

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, performs apprentice level duties related to the maintenance, repair and installation of equipment associated with heating, ventilating and air conditioning systems. An incumbent works independently on less complex and routine projects, under standard operating procedures, and under supervision on the more difficult jobs. As the employee's skill and knowledge increase, the employee receives less direction until at full performance level. Advancement depends on the assignment and performance of higher-level duties on a regular basis and on position availability. In general, jobs involve learning trade practices and skills such as: the proper use of tools and equipment of the trade; the order of assembling parts and what tools and equipment are needed; how to read blueprints, sketches and technical manuals to understand the functions of the parts or systems; how to plan and layout work, to find faulty parts, to perform work; repair techniques to be used, including methods used in getting the right fits or tolerances; how to make adjustments and calibrations. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Maintains, overhauls and repairs heating and cooling units and their auxiliary equipment including motors, water and oil pumps, air compressors, pressure reducing valves, feed water regulators, pipes, etc., to ensure that the equipment functions correctly;

Installs, repairs and maintains piping systems which carry high and low pressure steam, domestic hot water, and domestic wastewater, to ensure the systems function correctly;

Repairs and adjusts Freon refrigeration and absorption units involving work on motors, pumps, valves, compressors, evaporators, tanks etc., so the equipment will function efficiently and effectively;

Performs preventive maintenance and repair on pumps, motors, pipes and equipment related to the heating plant, cooling plant and the related distribution systems;

Inspects equipment regularly to determine need for maintenance, repair or replacement;

Solders, welds and brazes in the performance of maintenance and repair work;

Maintains records of work done, supplies used and supplies needed;

Maintains work area in a clean, orderly and safe condition;

Performs routine and emergency repairs and maintenance, both scheduled and in response to emergency situations, as needed;

Assists in the operation and maintenance of HVAC generating and distribution systems as required;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Depending on work location may operate amusement park devices, participate in snow removal, etc., as required;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the tools, procedures and techniques related to mechanical trades; familiarity with the safety precautions of the trade; ability to understand and interpret simple oral and written instructions; ability to get along well with others; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; mechanical aptitude; dependability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) high school or equivalency diploma and one year of experience in mechanical maintenance and repair; or (b) completion of an appropriate high school level vocational program; or (c) completion of an appropriate two year technical school program; or (d) three years experience in mechanical maintenance and repair under the supervision of a skilled trades worker; or (e) a satisfactory equivalent combination of training and experience.

SPECIAL REQUIREMENTS: (1) Possession of a valid New York State driver's license appropriate to the equipment operated. (2) Depending on work assignment, must meet standards of OSHA regulation 1910.134 Respiratory Protection, and will be required to meet Federal, State and local standards with respect to health and safety.